

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-3

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION		Office of the Secretary Deputy Secretary
Item No.	AGENCY Description	DIVISION Retention
1.	<p><u>CONSUMER PROTECTION DIVISION COMPLAINTS:</u></p> <p>Documents concerned with complaints referred to this office by the Consumer Protection Division. The below listed documents are attached and placed in folders arranged alphabetically by name of Board or Commission:</p> <ul style="list-style-type: none"> a. Description of complaint. b. Copies of agreements, contracts, etc. c. Letters from Consumer Protection Division. d. Cover letter for complaint when transmitted to proper agency. e. Follow-up letter explaining disposition of complaint. 	Retain for five (5) years after disposition of complaint, then destroy.
2.	<p><u>INVESTIGATION FILES:</u></p> <p>Correspondence concerning public complaints registered with this department. A sub-section for the Division of Investigation contains Monthly Investigator's Statistical Reports.</p>	Retain for five (5) years, then destroy.

Schedule approved by Department, Agency or Division Representative

John Loggans
Signature

Director,
Administrative Services
Title

July 31, 1975
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

3-28-75
Date

Edward S. [Signature]
Archivist

Date

[Signature]
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
3.	<u>GENERAL ADMINISTRATIVE CORRESPONDENCE:</u> Letters, reports, memoranda, newsletters, and miscellaneous materials which reflect the routine operations of this office. One section of the records series is arranged alphabetically by subject while the other is alphabetically by name of agency.	Retain for five (5) years, then destroy.
4.	<u>MINUTES OF THE BOARDS AND COMMISSIONS:</u> Copies of minutes maintained by this office for information purposes.	Destroy when information value ceases.